#### A picture containing linedrawing, clipart Description automatically generatedSierra Leone Water Company

Tower Hill - P M Bag 42 - Freetown - Sierra Leone

**+232 80 072 480**

From: Senior Human Resource Officer.

To: Human Resource Manager.

Date: 28th August, 2023.

Subject: **REQUEST FOR REFRESHMENT FOR BOARD MEMBERS**

I write to request for refreshment for Board Members and their drivers in relation to a meeting to be held on Wednesday 30th August, 2023.

Please see breakdown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **ITEM** | **QTY** | **RATE LE** | **TOTAL NLE** |
| 1 | Food | 40 Pack | 110.00 | 4,400.00 |
| 2 | Soft drink | 2 Crate | 400.00 | 800.00 |
| 3 | Water | 2 Crate | 100.00 | 200.00 |
| 4 | Tea Break | Lump sum | 600.00 | 600.00 |
| **Grand Total** | | | | **6,000** |

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Tower Hill - P M Bag 42 - Freetown - Sierra Leone

**+232 80 072 480**

From: Senior Human Resources Officer.

To: Human Resources Manager.

Date: 28th August, 2023.

Subject: **REQUEST FOR SITTING FEES, DSA AND TRANSPORT ALLOWANCE FOR SALWACO BOARD MEMBERS**

I submit for your approval sitting fees, DSA and transport allowance for Board members that will be attending an extraordinary meeting of the Board of Directors scheduled for the 30th August, 2023 in the SALWACO Board Room.

Details below please.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Names** | **Sitting fees (NLe)** | **Transport Allowance (NLe)** | **DSA(NLe)** | **Total (NLe)** |
| 1 | Ing. Mohamed A. Jalloh | 500.00x1 | 400.00x1 |  | 900.00 |
| 2 | Mr. Abu M. Sheriff |  | 400.00x1 |  | 400.00 |
| 3 | Mr Joseph M. Bindi | 500.00x1 | 1,680.00x1 | 1,000.00x2 | 4,180.00 |
| 4 | Dr Philip Kargbo | 500.00x1 | 400.00x1 |  | 900.00 |
| 5 | Mr. Brima Sowa. PS-MWR | 500.00x1 | 400.00x1 |  | 900.00 |
| 6 | Ing. Badamasi Savage |  | 400.00x1 |  | 400.00 |
| 7 | Mr. Morie Momoh | 500.00x1 | 400.00x1 |  | 900.00 |
| 8 | Madam Rosaline M’carthy |  | 400.00x1 |  | 400.00 |
| 9 | Mr Ansumana Soko |  | 400.00x1 |  | 400.00 |
| 10 | Mr. Nelson Lahai |  | 1000.00x1 | 800.00X2 | 2,600.00 |
| **No.** | **Names** | **Sitting fees (NLe)** | **Transport Allowance (NLe)** | **DSA(NLe)** | **Total (NLe)** |
| 11 | Ing. G. L. Vandi | 500.00x1 |  |  | 500.00 |
| 12 | Joe Ansu Foray | 400.00x1 |  |  | 400.00 |
| 13 | Akmad Conteh | 400.00x1 |  |  | 400.00 |
| 14 | Mrs Betty S. Kakpata | 200.00x1 |  |  | 200.00 |
|  | **Total =** | | |  | **13,480.00** |

Total amount involve is **NLe 19,480.00 (Nineteen thousand Four Hundred and Eighty Leones).**

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**Grand Total**

|  |  |
| --- | --- |
| **Details** | **Amount (NLe)** |
| **Refreshment** | **6,000.00** |
| **Sitting Fees, DSA & Transport Allowance** | **13,480.00** |
| **Total** | **19,480.00** |

Total amount involve is **NLe 19,480.00 (Nineteen thousand Four Hundred and Eighty Leones).**

#### A picture containing linedrawing, clipart Description automatically generatedSierra Leone Water Company

Tower Hill - P M Bag 42 - Freetown - Sierra Leone

**+232 80 072 480**

From: Senior Human Resource Officer.

To: Human Resource Manager.

Date: 9th November, 2023.

Subject: **REQUEST FOR REFRESHMENT FOR BOARD MEMBERS**

I write to request for refreshment for Board Members and their drivers in relation to a meeting to be held on Thursday 16th November, 2023.

Please see breakdown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **ITEM** | **QTY** | **RATE LE** | **TOTAL NLE** |
| 1 | Food | 35 Pack | 110.00 | 3,850.00 |
| 2 | Soft drink | 1/2 Crate | 400.00 | 600.00 |
| 3 | Water | 2 Crate | 100.00 | 200.00 |
| 4 | Tea Break | Lump sum | 600.00 | 600.00 |
| **Grand Total** | | | | **5,250.00** |

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Tower Hill - P M Bag 42 - Freetown - Sierra Leone

**+232 80 072 480**

From: Senior Human Resources Officer.

To: Human Resources Manager.

Date: 9th November, 2023.

Subject: **REQUEST FOR SITTING FEES, DSA AND TRANSPORT ALLOWANCE FOR SALWACO BOARD MEMBERS**

I submit for your approval sitting fees, DSA and transport allowance for Board members that will be attending general meeting of the Board of Directors scheduled for the 16th November, 2023 in the SALWACO Board Room.

Details below please.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Names** | **Sitting fees (NLe)** | **Transport Allowance (NLe)** | **DSA(NLe)** | **Total (NLe)** |
| 1 | Ing. Mohamed A. Jalloh | 500.00x1 | 400.00x1 |  | 900.00 |
| 2 | Mr. Abu M. Sheriff |  | 400.00x1 |  | 400.00 |
| 3 | Mr Joseph M. Bindi | 500.00x1 | 1,680.00x1 | 1,000.00x2 | 4,180.00 |
| 4 | Dr Philip Kargbo | 500.00x1 | 400.00x1 |  | 900.00 |
| 5 | Mr. Brima Sowa. PS-MWR | 500.00x1 | 400.00x1 |  | 900.00 |
| 6 | Ing. Badamasi Savage |  | 400.00x1 |  | 400.00 |
| 7 | Mr. Morie Momoh | 500.00x1 | 400.00x1 |  | 900.00 |
| 8 | Madam Rosaline M’carthy |  | 400.00x1 |  | 400.00 |
| 9 | Mr Ansumana Soko |  | 400.00x1 |  | 400.00 |
| 10 | Mr. Nelson Lahai |  | 1000.00x1 | 800.00X2 | 2,600.00 |
| **No.** | **Names** | **Sitting fees (NLe)** | **Transport Allowance (NLe)** | **DSA(NLe)** | **Total (NLe)** |
| 11 | Ing. G. L. Vandi | 500.00x1 |  |  | 500.00 |
| 12 | Joe Ansu Foray | 400.00x1 |  |  | 400.00 |
| 13 | Akmad Conteh | 400.00x1 |  |  | 400.00 |
| 14 | Mrs Betty S. Kakpata | 200.00x1 |  |  | 200.00 |
|  | **Total =** | | |  | **13,480.00** |

Total amount involve is **NLe 18,730.00 (Eighteen thousand Seven Hundred and Thirty Leones).**

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Tower Hill - P M Bag 42 - Freetown - Sierra Leone

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**Grand Total**

|  |  |
| --- | --- |
| **Details** | **Amount (NLe)** |
| **Refreshment** | **5,250.00** |
| **Sitting Fees, DSA & Transport Allowance** | **13,480.00** |
| **Total** | **18,730.00** |

Total amount involve is **NLe 18,730.00 (Eighteen thousand Seven Hundred and Thirty Leones).**